



GOVERNMENT
OF MALTA



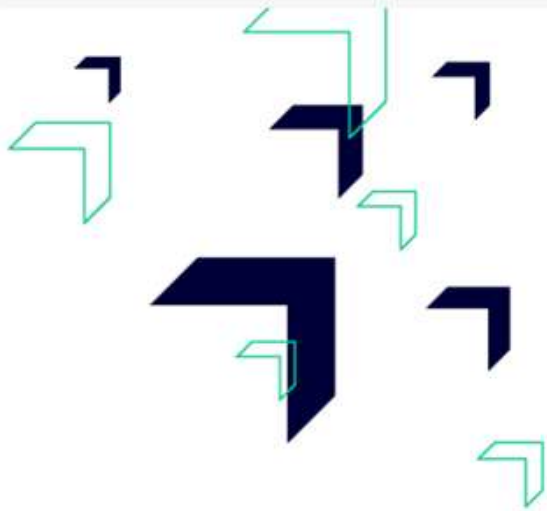
ESF+ Programme ESIF 2021-2027

*Fostering the socioeconomic wellbeing of society
through the creation of opportunities for all and
investment in human resources and skills*

Call for Project Proposals

Information Session: Selection Criteria

11th September 2025



Co-funded by
the European Union

Selection Criteria (Scoring) – (1)

	Selection Criteria	Marks
1	Capacity of the organisation	10
2	Contribution of the project to the Relevant Development Needs	10
3	Potential of the project to contribute to the achievement of the Expected Results	10
4	Contribution towards indicators	10
5	Readiness	15
6	Project Sustainability	10
7	Partnership	5
8	Horizontal principles – Equal opportunities and non-discrimination	10
9	Horizontal principles – Sustainable Development	10
10	Quality of application form	10

Selection Criteria in detail (1)



1. Capacity of Organisation (10 marks):

- Capacity is assessed in terms of **previous experience** in the implementation of EU funded projects. The more projects undertaken in the last 10 years the more marks are awarded. Marks will also be awarded for the experience overall expertise within the project team.

5. Experience in EU-funded and / or similar⁴ projects

In the fields below, the Applicant is to indicate whether the Organisation has already been involved in or awarded an EU or similar projects.

Has the lead applicant implemented EU funded or similar projects, in the last 10 years?

YES ☐

NO ☐

If yes, Applicant is to provide list of EU funded projects or national/own funded projects of similar nature and/or magnitude.

³

⁴

Similar projects refer to those which funding may include: nationally funded projects, EEA/ Norway, and Swiss.

Awarding body	Project Ref	Name of Project	Year of Award	Year Completion	Amount Received (€)

Work Package Number -	
Work Package title	(insert name)
Duration	(to be calculated in months)
<p><u>Role of the Project Team</u></p> <p>The scope of this question is to demonstrate that the Applicant has the necessary capacity to implement and maintain and/or operate the project. The Applicant is to prove to the Project Selection Committee, that it will adopt a good capacity strategy covering all areas and phases of the project proving that it has the necessary resources and expertise to manage the project, provide leadership and exercise control. An assessment on the current staff complements and how the additional duties will fit in within the structure is to be provided.</p> <p><u>Role of consultants, seconded staff and subcontracting</u></p> <p>In case for those Applicant which do not have sufficient capacity to implement the project and therefore shall resort to external sources, the Applicant is to provide details on how the Applicant shall exercise control over any third-party contractors that may be involved in the project. The Applicant remains responsible for all aspects relating to the project (even for third party shortcomings) during the auditable lifetime of the project.</p>	
<p>Role of the Project Team</p> <p>Provide an overview of who be directly responsible to ensure the effective and efficient implementation of the project. (Max 500 words)</p>	
<p>Role of consultants, seconded staff and subcontracting</p> <p>How do you plan on ensuring that external resources contribute directly to the project for those skills/resources which are not available within the organisation? (if applicable) (Max 300 words)</p>	
<p>List of Specific Activities (Costings N/A for ESF+)</p>	

Selection Criteria in detail (2)

2. Contribution of the project to the Relevant Development Needs (10 marks):

- Is the project adequately addressing the relevant interventions in the OP?
- Evidence of real demand for the project (qualitative and quantitative evidence)

9.3 - **Why** is the project being proposed and **how** does it address the Specific Objective of the call and respective national and European priorities?

Here the Applicant is to carry out a needs assessment. This assessment is the study of a problem. It entails the collection of data and opinions from varied reliable sources. The aim is to support effective recommendations about what should be done to solve such problem. This will enable the Applicant to establish the importance of the proposed actions. Hence, such assessment must demonstrate how the project and its activities as applicable are contributing and in line with the type of interventions selected above. Moreover, the Applicant should explain how the project is expected to solve a clearly defined and presented need(s). The discussion must be supported by quantitative and qualitative analysis from official statistical sources and/or administrative registers. Consequently, the Applicant is to provide further justifications on the project coherence with National, sectoral and EU policies as to what extent the project is addressing such priorities. Explain the effects of the projects from the perspective of EU interest and how it contributes to the objectives set out at European Level.

9.4 - **What** are the **objectives** of the project?

The objectives should be SMART (specific, measurable, achievable, relevant, time-bound).

9.9 - Is the project contributing to the fulfilment of the **enabling conditions** listed under Section 4 of the Programme? If in the affirmative, **how** is it fulfilling the criteria?

Key Points

- Activities & Actions aligned with **Objectives & Enabling conditions**
- **Real demand** focused
- **Strong evidence** of the real demand
- **Clear link** to Programme, Specific Objective, National & European Priorities

Selection Criteria in detail (3)

3. Potential of the project to contribute to the achievement of the Expected Results (10 marks):

- How will the project contribute to the Expected Results?

9.5 - What are the expected results which the project shall be contributing to?	
<input type="checkbox"/> Increased adult participation rate in education, training and LLL, including for low-skilled adults.	
Target Groups (select the specific target groups of the project)	
<i>In the case of the projects submitted under ESO4.7, the Applicant needs to also provide a justification to the proposed target groups to be reached through the ESF+ project.</i>	
Other Targets	
9.6 - What are the tangible and intangible results from the project?	
9.7 - What type of added value is expected?	
Additional outcome	<input type="checkbox"/>
Better outcome	<input type="checkbox"/>
Earlier outcome	<input type="checkbox"/>
9.8 - Does the project aim to trigger change/innovation? If so, describe how this will be achieved?	
9.10 - How do the project results complement or build on the results of current/past initiatives/measures carried out, including those carried out by other organisations? What is the possibility that the project can mobilise complementary funding?	

Key Points

- Contribution to achievement of results **highly justified & well evidenced**
- **Clear evidence** of this project's complementarity or build up on the results of current/past initiatives & evidence of complementary funding
- **Innovative solutions** to achieve the Expected results

Selection Criteria in detail (4)

3. Potential of the project to contribute to the achievement of the Expected Results - *continues*:

- How will the partners contribute to the achievement of the Expected Results?

7. Project Partnership

The Applicant should indicate whether a partner organisation/s will be involved in the proposed project. The proposal should identify the added value of involving partners in the project and the mutual benefit of said partnership.

Does this project include partners (local or transnational)?

YES ☐

NO ☐

If the project includes partners, please include the following details for each partner (*copy the table below for each partner*). A letter of intent for each partner is to be uploaded under the "Checklist of Attachments".

Legal Name of the Partner Organisation	
Legal status	
Contact person	
Transnational / Local Partner	Transnational <input type="checkbox"/> Local <input type="checkbox"/>
Legal Address	
Phone number	
E-mail address	
Role and value added of the partner organisation in the Project	
Mutual benefit of the partnership	
Will the partner organisation receive funding from the project?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will the partner contribute towards the co-financing of the project?	YES <input type="checkbox"/> NO <input type="checkbox"/>

- Partners in the project are eligible for reimbursement of **staff costs** only.

Key Points

- Value added and benefit
 - Clear
 - Justified
 - Well evidenced

Selection Criteria in detail (5)

4. Contribution towards indicators (10 marks):

- Marks awarded if the project contributes towards achieving Programme targets as outlined in the call.
- Assessment of any unrealistic indicator targets.

12.1 Output and Result Indicators Table

OUTPUT INDICATORS	Measurement Unit	Target 2029 and/or End of operation
EECO01 - Total number of participants	Persons	
PSO03 - Number of non-governmental organisations supported	Number	

RESULTS INDICATORS	Measurement Unit	Minimum Target as at end of operation in line with ESF+ Programme	Target 2029 and/or End of operation
EECR03 – Participants gaining a qualification upon leaving	Percentage	65%	
PSR01 – Participants gaining a certification upon leaving	Percentage	80%	
PSR03 - Improved/Introduced new systems/services	Number	4	

Key Points

- Indicators
 - Relevant
 - Realistic
 - Achievable
 - Minimum targets met

Selection Criteria in detail (6)

4. Contribution towards indicators – *continues*:

- Marks will be allocated to the **clarity** and **quality** in the methodology and verification.

12.2 - Method of Quantification

Detailed description of the **methodology** used to quantify each respective indicator targets. Reference should also be made to any **reference documents** (if and as applicable), from which any baseline figures are being sourced. Kindly ensure that the respective **indicator names are listed** and are clearly linked to the different methodology descriptions to be provided for each indicator. For better clarity, kindly start by listing the output indicator/s, followed by the result indicator/s.

In the case of ESF+ projects with participant type of indicators, the Applicant is reminded that data on indicators is to be reported on the basis of unique participants at the level of each operation/project. To this end, the data below should firstly be presenting an estimation using repeat participation that mirrors the budget requested, and subsequently the Applicant is to estimate the resulting unique values per indicator (this dependent on the expected/allowed number of repeat participations in the same operation/project)

Example:

EECO01 – Total number of participants – 100 persons (unique)

This quantification is based on the following:

A questionnaire was sent to all stakeholders (120 persons) to identify the total number of potential participants interested in participating out of which 110 showed interest. A margin of error was factored in given that some may not be available to attend closer to the date and hence the target of 100 persons was set.

PSR01 - Participants gaining a certification upon leaving – 92%

Based on previous training courses held, it is being envisaged that at least 92% of the participants attending this training courses will finish successfully by attending the required amount of sessions and gain a certificate of attendance.

12.3 - Method of Verification

Detailed description of the **methodology, data sources and/or documentation** to be utilised to **verify and provide proof** of the attainment of the respective indicator targets. Kindly ensure that any documentation that will be referenced can be made available to the Managing Authority, both at implementation stage and at project completion stage, as required for the periodical verification and reporting of indicators.

Kindly ensure that the respective **indicator names are listed** and are clearly linked to the different verification sources to be provided for each indicator. For better clarity, kindly start by listing the output indicator/s, followed by the result indicator/s.

Example:

EECO01 – Total number of participants

The number of output indicators will be recorded through the Annex I, which will be collected during the first training session and the attendance sheets.

PSR01 - Participants gaining a certification upon leaving

The number of participants gaining a certification will be confirmed and recorded by crosschecking the attendance sheets with the minimum attendance required. This will result in providing the successful participants with a certificate of attendance.

Selection Criteria in detail (7)

5. Readiness (15 marks):

- Have the related procurement/recruitment procedures/ CBA/FFS/FS been prepared/launched/awarded/finalised?
- Marks will be awarded for projects that are in an advanced state of readiness.
- Risks associated with timeline of project.

15. Project Implementation status

In the box below, indicate the status of the procurement procedures envisaged under this project per WP. The Applicant is to indicate the total number of tenders at each level. The details are to be included as to the tender description, the timeframes, the contracted amounts etc.

Status of procurement	Number of procurement procedures	Details of Activity within the specific Work Package
Design		
Drafted	1	One tender shall be issued for WP2.1 as detailed under the respective work-package description which also includes the estimated tender value. The draft tender is included with the project application, demonstrating the readiness level of the project.
Launched		
Evaluation		
Appeals		
Contracted	1	Tender for the development and delivery of training is at contract stage pending signature and submission of pre-financing.
Being implemented		
Total no of procurement	2	

16. Risks

What are the critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them?		
Risk Type	Description	Mitigation Measures
Public Procurement Risks	Lack of suitable bids or no bids submitted.	The tender is being prepared so that if the project is approved it will be launched immediately. It is being ensured that the tender conditions and specifications are clear for bidders and realistic. Tender publications will be promoted to attract as many bids as possible.
Legal Risks	Procurement award challenged at a Court of Law	The evaluation committee will strictly follow public procurement regulations to minimise this risk. Additionally, the tenders will be structured to require precise information, ensuring a fair evaluation process.
Financial Risks	The prices quoted in tender submissions exceed the cost estimates derived from market research.	Thorough market research has already been conducted to ensure that variances in estimate budgets and costs will not be significant.

Key Points

- Positive marks for less risky projects
- The shorter the duration the less risks

Selection Criteria in detail (8)



14. Disbursement Schedule

To open in Excel, right click on the object, click on 'Worksheet object' and select 'Open'. Add years as necessary.

Year	2023	2023	2023	2023	2024	2024	2024	2024	2025	2025	2025	2025	2026	2026	2026	2026	
Quarter	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
Work Package 1																	
Activity 1.1	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	
Activity 1.2	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	
[1]																	
The Applicant is to fill in the financial forecasts per Activity. The Applicant is to add/delete as necessary, and the year is to be amended in line with the project forecasts.																	

- Realistic figures that match with the proposed timeframes.

Selection Criteria in detail (9)

6. Project Sustainability (10 marks):

- How will the benefits of the project continue to be delivered after the grant has ended?
- How will long-term economic sustainability of the project be ensured?

18. Financial Sustainability

18.1 - How will the project be **sustained** when EU support ends?

Specific explanation should be provided on the expenditure and organisational structure and resources which will be enabled especially in those instances where the Government is not financing the project, and the financial position of the organisation is not congruent with the annual operational costs required to maintain the activities proposed after the EU funding support ends.

The project's sustainability is ensured through a structured approach to capacity-building and internal resource utilisation. Staff trained during the EU-funded phase will take on the role of trainers and consultants, equipping other public sector employees and other representatives with the necessary skills to implement and maintain cultural strategies. Regular training sessions, specialised skill development programmes, and strategic consultations will be integrated into the annual operations of the involved institutions. This approach not only reduces reliance on external experts but also embeds a strategy and leadership development into the public sector's ongoing professional development framework.

18.2 - What are the **annual operational costs** required to sustain the project after EU support ends?

Please upload calculations of the annual (operational) costs involved in sustaining the project, under the Section 'Checklist of Attachments'.

Annual Operational Costs to sustain the project are as follows:

Training amounting to **€1,120** where costs have been calculated using staff costs.
One-to-one Consultation session amounting to **€3,400** using average rate per hour.

Key Points

- **Addressing new gap**
- **Addressing social innovation**
- **Good and reliable funding sources**
- **Evidence of complementary measures**

Selection Criteria in detail (10)

7. Partnership (5 marks):

- Is there clear evidence of the mutual benefit of the proposed partnership?
- What is the added value in the involvement of such partners in achieving the expected results?

9.5 - What are the expected results which the project shall be contributing to?
<input type="checkbox"/>
▪ Target Groups (select the specific target groups of the project)
<i>In the case of the projects submitted under ESO4.7, the Applicant needs to also provide a justification to the proposed target groups to be reached through the ESF+ project.</i>
Other Targets
9.6 - What are the tangible and intangible results from the project?
9.8 - Does the project aim to trigger change/innovation? If so, describe how this will be achieved?

Key Points

- Partner's role **fits** in project scope
- Partner's role **triggers change/innovation**
- Long-term **mutual benefit**
- Involvement of **foreign partners** and **of different nature**



Selection Criteria in detail (11)

8. Horizontal Priorities - Equal opportunities (Equality; Non-discrimination; Accessibility) (10 marks):

9. Horizontal Priorities – Sustainable Development with special reference to Environmental Sustainability (10 marks):

11. Horizontal Priorities

11.1 - Fundamental Rights and Equality principles	
Identify how the horizontal principles mentioned below are considered. What measures are planned throughout the project design, implementation, monitoring, reporting and evaluation stages to ensure that the principles are safeguarded?	
Gender Equality	<i>The Applicant should explain how equality amongst genders, integration of the gender perspective and gender mainstreaming are taken into account and promoted throughout the design, implementation, monitoring, reporting and evaluation stages.</i>
Equal Opportunities	<i>The Applicant should take into consideration appropriate steps to ensure equal opportunities independent from gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation throughout the design, implementation, monitoring, reporting and closure of projects.</i>
Non-discrimination including accessibility for persons with disability	<i>The Applicant should explain how measures are put in place during the design, implementation, monitoring, reporting and closure of projects to prevent discrimination in particular accessibility for persons with disabilities and ensure access for all.</i>
11.2 - Sustainable Development	
What measures will be adopted to ensure contribution towards Sustainable Development?	
<i>Applicants are required to demonstrate that they have considered sustainable development areas at all stages of the project and how contribution will be mainstreamed throughout the projects' aims and operations. Reference to the relevant strategies justifying the contribution of the project should also be provided below.</i>	
Economic Growth	<i>The Applicant should outline their project contribution to economic growth through the potential contribution towards the local economy/industry.</i>
Social Cohesion	<i>The Applicant should outline the project contribution towards social cohesion through potential skill development as a result of the project and generation of employment.</i>
Environmental sustainability	<i>The Applicant should undertake, an assessment based on the extent of which the proposed project incorporates mitigation measures in line with the DNSH principles. To this end, applicants should also explain when and as applicable, how projects are addressing climate</i>

Key Points

- Effective measures **over and above** the minimum legal requirements.
- **Examples:** Fundamental Rights and Equality Principles & Sustainable Development
 - **Gender disaggregated data analysis – to identify gender disparities.**
 - **Prevent discrimination based on disability, age, race.**
 - **Green initiatives in favour of the environment.**

Selection Criteria in detail (16)

10. Quality of the Application Form (10 marks):

- Publicity and Communication strategies / actions
- Coherence between different sections of the proposals in particular to the **Project Description, Project Plan, Horizontal Priorities and Output and Results of Project.**

Part B – Technical Description

9. Project Description

10. Project Plan

10.1 Work Packages

Work Package 1: Project Management and Coordination

11. Horizontal Priorities

12. Quantitative Outputs and Results of the Project

Key Points

- Proposal is of **quality**, justified and **evidenced**
- Clear **link** in between **sections**; the **Project activities**, the **Project's scope** and **Specific Objective**

Selection Criteria in detail (17)

10. Quality of the Application Form (10 marks):

- Budget in line with the activities
- Adequate description and purpose of each activity proposed

Work Package number		2					
Work Package title		Specialised Training in the [REDACTED]					
Duration		30/04/2023 till 30/12/2025					
Name of organisation leading the work package		[REDACTED]					
List of Specific Activities							
Activity Nr	Activity Name	Activity Description	Actual Cost incurred/SCO	Net	VAT	Non-eligible	Total
Activity 2.1	Local Training	<p>A tender is issued which incorporates the development of 8 different courses, the delivery of the courses in the Maltese Islands, the training venues, catering for each training session and the development of a learning management system.</p> <p>These courses have been identified through the TNA. These are planned to include the topics listed under Section 9.3 of the application, <u>however</u> should the training provider or project partners suggest amendments during the training development these may be amended according to expert recommendations.</p> <p><u>In order to</u> offer flexibility each course is planned to be spread over approximately 6 days The estimated costs have been based on recent past experience and market research. The eligibility criteria <u>is</u> [REDACTED].</p> <p>The indicated timeframe includes the preparatory stage and issue. The tender is planned to be awarded in Q2 2025. The call for participants and training development is planned in [REDACTED]. Training shall be delivered between [REDACTED].</p>	Actual Costs Incurred	€500,100	€90,000	€0.00	€590,000

Key Points

- Budget **not fragmented**
- Use of **SCOs** e.g. Per diem
- **No risk** of double funding
- **Clear and well-structured description** of activities

VAT



Points to note

4. VAT Status

In the fields below, the Applicant is to include information on the Vat Status of the Applicant Organisation

VAT Number (if applicable)		
Does the project include activities which may give rise to sales on which VAT is charged?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can the organisation recover VAT on expenditure incurred?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

- Information on VAT is requested for VAT eligibility purposes.

- Contact Persons:

Ms Joanna Hefny

(joanne.hefny@gov.mt) and

Ms Caroline Arapa

(caroline.arapa@gov.mt)

Contact Persons



Contact Person	Email	Department
Ms Rhoda Claire Garland	rhoda.garland@crpd.org.mt	Commission for the Rights of Persons with Disability
Human Rights Directorate	eufunds.hrd@gov.mt	Human Rights Directorate – Office of the Prime Minister
Ms Annalise Frantz	annalise.frantz@gov.mt	National Commission for the Promotion of Equality
Dr Yana Haber	yana.haber@gov.mt sambnotif@gov.mt	State Aid Monitoring Board
Ms Joanna Hefny	joanne.hefny@gov.mt	VAT Department
Ms Caroline Arapa	caroline.arapa@gov.mt	VAT Department
SFD /MCIS Unit	eufunds.ict.mefl@gov.mt	Management and Control Information System (MCIS)

Contact Details

Secretariat to the Project Selection Committee,

Planning and Priorities Co-ordination Division,

The Oaks Business Centre, Block B,

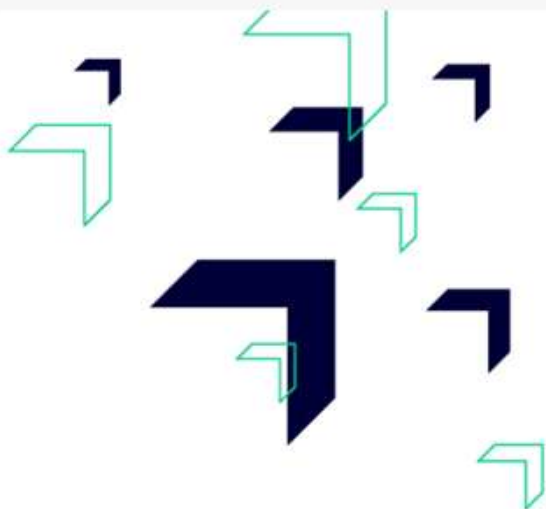
Triq Farsons, Malta

Tel: + 356 25552690

Email: fondi.eu@gov.mt

Website: <https://fondi.eu/>

Thank you !



Co-funded by
the European Union